

# Scheduling of Instructional Rooms

Effective: Moved to Policy Library from UPM 2.1(4), UPM 2.1(5)

Contact: [Facilities Planning and Management-Room Scheduling](#)

## Introduction

This policy provides for central scheduling of general university classrooms and auditoria, optimizing room utilization. This policy also helps to avoid conflicts by obtaining approval of scheduled special meetings in instructional areas.

## Policy Statement

### Classes

The scheduling of classes into all general university areas, e.g., classrooms and auditoria, will be coordinated by Facilities Planning and Management, Room Scheduling. Scheduling for each academic term will be generated with the assistance of the departmental classification and administrative offices, which will provide data on class size and course and room requirements.

Classes will be scheduled in a convenient location relative to the departmental offices whenever possible. This should not, however, be construed to mean departmental control of these instructional areas. All general university classrooms and auditoria are considered available for use by Facilities Planning and Management, Room Scheduling in order to provide for all classes of the university.

Facilities Planning and Management, Room Scheduling shall ultimately determine the location of a class and may, when necessary, shift class location to more nearly match class size to classroom, or auditorium size. Classroom location assignments may also be changed to accommodate the accessibility needs of students and/or faculty with disabilities.

### Special Meetings

Assignments of general university classrooms and auditoria for meetings, in addition to regular organized classes, shall be approved in advance by Facilities Planning and Management, Room Scheduling. College and departmental information provided as to the availability of an instructional room does not constitute approval. Room needs for special meetings of various colleges and departments will be coordinated through Facilities Planning and Management, Room Scheduling.

Departmental and student organization reservation requests may be submitted electronically via the forms located on the Facilities Planning and Management, Room Scheduling web site.

## Resources

### Links

- [Facilities Planning and Management, Room Scheduling](#)